

Job Description

Job Title:	Deputy Director of Finance (Operations)
Directorate:	Finance
Job type:	Professional Services, Full Time, Permanent
Grade:	Grade 10
Accountable to:	Chief Finance Officer
Accountable for:	Head of Financial Control Insurance Manager Payroll & Pensions Manager Head of Income Treasury Analyst & Financial Compliance Officer
Purpose of the Post	
The Deputy Director of Finance (Operations) is responsible to the Chief Finance Officer for: 1. Overall financial control and compliance across the University, 2. Compliance with all relevant tax laws and regulations, and 3. Compliance with the requirements of the Criminal Finances Act and other financial compliance policies. The Deputy Director of Finance (Operations) is responsible for: 1. The provision of effective and efficient financial services (including internal and external audit, tax, treasury, insurance, student fees, credit control, accounts payable, and payroll), 2. Lead responsibility for the management of key external advisers including tax advisers, investment managers, bankers and insurance brokers, and the University's relationship with HMRC. 3. Lead responsibility for the preparation and audit of the University's annual financial statements. The postholder will also be the Company Secretary for University's trading subsidiaries, and will be required to deputise for the Chief Finance Officer from time to time	
Key Tasks	
1. Leadership and Management • Lead and manage the Financial Operations teams (financial accounting, student fees, payments team and payroll). Ensure they provide an efficient and effective service through continuous review and improvement of processes and maintenance of appropriate training and development opportunities for all colleagues in these teams.	
2. Compliance and Risk Management • Identify and manage financial risks, including ensuring that processes are in place to detect and prevent fraud.	

- Be responsible for the maintenance and development of the University's Financial Regulations, Expenses policy, Financial Compliance policies (e.g. Counter Fraud) and related procedures and guidance. Ensure that these are effectively communicated and understood within the University and promote compliance with them.
- With appropriate professional advice, effectively manage and plan the tax risks and liabilities of the University and those associated with commercialisation activity, including corporation tax, VAT, PAYE and NIC
- Manage the University's insurance arrangements, ensuring there is appropriate cover in place.
- Manage the University's Fraud and Anti-money laundering arrangements.
- Chair the University's Fraud Awareness Working Group.
- Oversee the work of the Financial Compliance team in improving compliance with University financial policy.
- Manage the University's interest rate risk, putting in place appropriate hedging arrangements
- Work closely with the University's Internal Auditors to promote and improve the compliance culture of the University.

3. Financing and Treasury Management

- Manage the treasury function to ensure that adequate liquidity is maintained and that an appropriate rate of return is received on liquid balances
- Assist in arrangement and management of long-term finance including loans from banks, lease finance and third-party arrangements
- Advise the Investment Sub-Committee, Founders Endowment Fund Trustees and others as appropriate regarding the performance of the University's investments, liaising with the fund managers and professional advisers and ensure that appropriate accounting arrangements are in place.

4. Internal and external relations

- Establish and manage effective relationships with University colleagues, offering financial guidance.
- Manage external relations with the University's auditors, insurers, bankers, investment managers, HMRC and other professional advisers.
- Attend and advise Finance Committee and Investment Sub-Committee. Attend and advise the Audit, Risk and Compliance Committee and other groups as necessary.
- Act as the Finance representative on the Fees, Scholarships and Bursaries Committee.
- Plan and support year end processes, including liaison with external auditors
- Maintain a high degree of awareness of issues affecting the HE sector, in particular in relation to accounting and taxation, including attending appropriate training and building a network of contacts at other institutions.

Our Values
Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.
Other Duties
Act as Company Secretary to the University's trading subsidiary and other incorporated entities as required. The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate. The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.



Person Specification

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Deputy Director of Finance
(Operations)

Department: Finance

Criteria	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Educated to degree level	x	
Professionally qualified accountant (ACA, ACCA or equivalent)	x	
Skills Experience and Knowledge		
Experience of working and succeeding in a top tier professional organisation	x	
Experience of working in the HE sector		x
Strong technical skills and experience relevant to the core areas of responsibility: - Financial accounting and reporting - Treasury and investments - Taxation (VAT, Corporation Tax, Employment taxes) - Payroll & Pensions - Accounts Payable - Accounts Receivable - Insurance - Student Fees	x	
An understanding of the financial requirements of a complex organisation	x	
Understanding and experience of the duties of a Company Secretary		x
A high degree of competency using Excel and Word	x	
A good understanding of VAT employment taxes and Corporation Tax	x	
Personal and interpersonal qualities		
Outstanding interpersonal skills, displaying high levels of professionalism at all times	x	
Excellent oral and written communication skills	x	
Experience of managing and motivating staff and leading a team	x	
The ability to manage professional advisers	x	

effectively		
The ability to work in multi-disciplinary teams and create productive networks	x	
The ability to work accurately and efficiently to tight deadlines	x	
The ability to analyse complex problems and issues and identify solutions	x	
The ability to promote and improve financial compliance across a large and complex organisation	x	
The ability to deal with issues concerning compliance with financial requirements firmly and fairly	x	

